

Maine State Archives

Request for Proposals

Conversion of Microfilm to Digital Format

October 7, 2004

Description of Services Sought:

The Maine State Archives (here after referred to as "the Archives") is seeking proposals for services to convert 35mm microfilm images to digital format to improve access to these resources.

Each bidder responding to this RFP must provide scanned digital images of all the images on a short 35mm microfilm test strip provided by the Archives. Digital images must be grayscale and in uncompressed TIF format with a maximum file size of 25 megabytes per image. Delivery media must be write-once CD or DVD using the ISO 9660 file system specifications, and be in single session, finalized format. DVD's must be in DVD+R or fully compatible physical format. Each disk must be enclosed in a jewel case.

The Archives will assess submissions based on three (3) criteria:

- 50% 1) Clarity and skew of images on the test strip provided
- 10% 2) File sizes of the document images (smaller rates higher)
- 40% 3) Total project bid price

In summary, the successful bidder will have demonstrated that it can produce clear, unskewed digital images of archival documents in TIFF format with files no larger than necessary to achieve these objectives.

Requirements for the Full Project:

Source Microfilm

The Archives will provide 25 rolls of 35mm microfilm as described below. Each roll will contain resolution, title & indicator targets along with images of original documents and will contain approximately 600-800 frames per roll. All images and targets must be filmed. Blank frames that occur throughout the rolls are not to be considered part of the project and therefore not to be included in the delivered product or the overall image count.

| Film rolls | Images | Description |
|-------------------|---------------|--|
| 0001 - 0015 | 12,526 | Revolutionary War Land Bounty Applications Maine Land Office |
| 0016 - 0017 | 983 | Revolutionary War Pension Applications Hancock County Court of Common Pleas |
| 0018 - 0021 | 2,443 | Revolutionary War Land Bounty Applications Massachusetts |
| 0022 - 0025 | 3,019 | Vital Statistics Returned to the Secretary of State |

File Format and Delivery Media

Digital images must be grayscale and in uncompressed TIF format (as stated in "Description of Services Sought") and placed in directories unique to each roll (see "Image Naming" below). Recognizing unique image characteristics, file sizes must be generally consistent with those provided in the bid samples. Delivery media must be write once CD or DVD using the ISO 9660 file system specifications and be in single session, finalized format. DVD's must be in DVD+R or fully compatible physical format. Each disk must be enclosed in a jewel case, which must be labeled with roll numbers and range of images per roll. Alternative delivery media may be acceptable as negotiated and determined prior to contract award. The consideration of alternative delivery media, e.g. removable hard drives, will take into account the Archives' existing systems.

Legibility

Digital images must contain all of the significant data in the microfilm image. Success in retaining significant data will be determined by the legibility of the digital image as compared to the legibility of the original document as it appears on the microfilm.

Ease of Printing

The digital images to be produced must be printable as outlined in the following functional terms:

- Images must print as legible document reproductions through the use of commercially available "off-the-shelf" software.
- The images must produce legible results printed on single sheets of letter-size paper, or, for large documents, on sets of no more than four sheets of letter-size paper.
- The TIFF header tags and other image elements must be set to prevent anomalies that might occur, such as "postage stamp" printing.

Image Naming

Each image, including targets, must be named/numbered sequentially within each folder in the order the image appears on that roll. Image names must combine the roll number and the image number. For roll # 0001 the folder is to be named 0001. The images contained in that folder are to be named 00010001.tif, 00010002.tif, 00010003.tif, etc. Bidders may offer alternative folder/image naming conventions, which will be considered by the Archives.

Reworks of Unacceptable Digital Images

In the event that digital images delivered by the successful bidder are unacceptable (per the requirements of "Legibility" and "Ease of Printing" above), the successful bidder is required to rescan these images. If the rework consists of a small number of images, they may be delivered on either 3.5" floppy disks or a new write once CD/DVD. These are to be referred to as "rework disks," meaning that they contain reworked versions of images that failed in the first

delivery. Separate rework disks are to be produced for each roll and the reworked images are to be numbered as they appear in their normal sequence.

Shipping/Packing List, Filename Lists

Each shipment of digital images delivered to the Archives must include a printed itemized packing list. The folder/filename list for each disk must accompany shipments of all digital files delivered on CD/DVDs. The shipping list provided by the Archives with the microfilm must accompany all shipments returning the microfilm.

Schedule

The successful bidder is required to return the 25 rolls of Archives' microfilm, and the related CD/DVDs created by the awarded contractor, within 90 days of receipt of the Archives' microfilm.

Retention Of Copies

The successful bidder may retain copies of the digital scanned files as working backups. However, at the end of the contract period the awarded contractor must erase or destroy all backups, duplicate files and related materials.

Contract Term:

The initial contract term shall be for a period of one (1) year, commencing upon approval of the contract document. By mutual consent, the contract may be renewed for up to two (2) one-year periods to accommodate additional similar film-to-digital conversion projects.

Disclosure Of Data

According to State procurement law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected, and includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, the State makes no representation that it can or will maintain in confidentiality of such information.

Revision Of Request For Proposals

The State alone may elect to amend this RFP prior to the proposal due date. If it is necessary to revise any part of this RFP, an amendment will be provided to all vendors of record. Acknowledgement of this receipt of all issued amendments is required in all proposals. In no case will the RFP be amended within seven (7) days of the proposal due date, unless the amendment includes an extension of time to allow seven days between the amendment and the proposal due date. The Archives will not be responsible for any additional costs incurred as a result of said changes in the RFP.

Acceptance Of Standard State Of Maine Contract Terms

The successful bidder will be expected to enter into a Standard State of Maine Agreement to Purchases Services (BP54), a copy of which is attached to this Request For Proposals. Submission of a proposal in response to this RFP will be understood as the bidder's acceptance of the standard contract's terms and conditions.

Bid Price

The bid price should include all costs associated with the project, including delivery of the product. The Archives will pay for the shipment of the microfilm to the successful bidder.

Written Questions and Answers

Questions about this RFP must be directed in writing or e-mail to James S. Henderson, Maine State Archives, State House Station 84, Augusta, ME 04333-0084, james.henderson@maine.gov, FAX 207-287-5739. The Archives will respond in writing or e-mail to all substantive questions received. The deadline for submitting questions is October 25, 2004.

Deadline For Submitting Proposals

Three sealed copies of the proposal must be clearly marked with the bidder's return address and the notation: "Proposal: Conversion of Microfilm to Digital Format" and delivered to the Division of Purchases, Burton M. Cross Building - 4th Floor, State House Station 9, Augusta, ME 04333-0009 no later than **2:00 p.m. local time on November 15, 2004**, at which time and place they will be opened. Please note that only proposals actually received and date stamped at the Division of Purchases prior to the stated time will be considered; bidders submitting proposals by mail are responsible for allowing adequate time for delivery. Proposals received after the 2:00 p.m. deadline will be rejected, without exception.